

FINANCIAL PROCEDURES

Tuition *(All Students)*

To obtain a refund for dropping or withdrawing, students must officially drop or withdraw by completing a Course Selection Form or Withdrawal Form. **Ceasing to attend classes does not constitute an “official drop” or “official withdrawal.”**

Financial Aid Eligibility

(Students using Financial Aid)

Due to Federal Financial Aid and Loan Guidelines, if you drop below six (6) credit hours, you may forfeit your aid and/or loan eligibility.

Federal Financial Aid *(Students using FA)*

For students with federal financial aid, the federal financial aid will be returned based on the length of time you are in school. The college will return any “unearned” federal financial aid to the correct programs. Once 60% of the semester has passed, there is no return of federal financial aid. Students who have received a refund from their student accounts may be required to return any refunds given to them prior to their withdrawal.

Zero GPA Warning! *(Students using FA)*

As required by federal regulations, students who do not earn credits in a given semester may not have earned all of their financial aid. Therefore, financial aid will be recalculated based on the last documented date of attendance or 50% of the term (whichever is less). Any adjustment to financial aid based on this re-calculation will result in a remaining balance to the institution. Students in attendance for at least 60% of the semester may appeal in writing with documentation from the instructor to include last date of attendance and/or verification of an incomplete assignment.

Withdrawals *(All students)*

The college will charge an administrative cost allowance for any student withdrawing. The cost will be five percent (5%) of tuition, but not more than \$100.00. This is due at the time of withdrawal.

No Show Policy *(All students)*

Any student who does not attend classes and fails to drop the classes by August 18, 2009, is responsible for a percentage of tuition (refer to the Refund Policy for amounts) and the 5% administrative cost. The student will be ineligible to keep any federal financial aid or loans, or state or institutional aid.

Serious financial and/or academic consequences may be incurred if you do not follow the proper procedures.

ADULT STUDIES PROGRAM

FALL
2009

Drop, No-Show and Withdrawal Procedures

Weeknight Classes

Aug. 24 - Dec. 4

Exams: Dec. 4 -10

Weekend Classes

Sept. 11/12; 25/26

Oct. 2/3; 16/17; 30/31

Nov. 6/7; 20/21

Exams: Dec. 4/5



Academic Procedures

All drops and withdrawals must be done in writing on the appropriate forms in The Adult Studies Program office.

**To stop attending classes
DOES NOT constitute an
"OFFICIAL" DROP or WITHDRAWAL.**

Definition of Terms

Drop: Student withdraws from one of several classes. Submission of a Course Selection Form, signed by the academic advisor, is required. After a course has begun, the instructor's signature is also required.

Withdraw: Student withdraws from all classes; student "un-enrolls." Submission of a withdrawal form is required. **(All withdrawals will be charged a 5% administrative cost.)**

No Show: Student never attended a class and did not notify college by August 18, 2009 to cancel registered courses. Submission of the proper drop or withdrawal form by August 18, would have eliminated further penalties.

Without record: Student drops the class during the drop/add period. No record of the class will be recorded on their transcript.

Weeknight classes begin
AUGUST 24

Weekend classes begin
SEPTEMBER 11/12

ACADEMIC PENALTIES FOR DROPS AND WITHDRAWALS

WEEKNIGHT CLASSES through Aug. 28 Beginning Aug. 29 - Oct. 23	Without record W,WP or WF, as instructor deems appropriate
WEEKEND CLASSES through Sept. 12 Beginning Sept. 13 - Oct. 23	Without record W,WP, or WF, as instructor deems appropriate
All classes after Oct. 24	Automatic WF

W = withdrawn; WP = withdrawn with a passing grade, WF = withdrawn with a failing grade

REFUND POLICY PROCEDURE

For Drops*, No-Shows* and Withdrawals* per class after the semester begins.

EVENING CLASSES

Through Tuesday, Aug. 18	Full refund of tuition minus any outstanding balance
Wednesday, Aug. 19 - Sunday, Aug. 30	<i>Drops/Adds:</i> No Penalty <i>Withdrawals:</i> 90% refund of tuition; VWC retains 10%
Monday, Aug. 31 - Sunday, Sept. 6	<i>Drops:</i> NO REFUND after August 30 <i>Withdrawals:</i> 50% refund of tuition; VWC retains 50%
Monday, Sept. 7 - Sunday, Sept. 13	<i>Withdrawals:</i> 25% refund of tuition; VWC retains 75%
After Sunday, Sept. 13	<i>Withdrawals:</i> NO REFUND

No refund will be given for EDUC 461/462/463/464 once the classes have begun.

All withdrawals will be charged a 5% administrative cost.

WEEKEND CLASSES

Through Tuesday, Aug. 18	Full refund of tuition minus any outstanding balance
Through first class (Sept. 11/12)	<i>Drops:</i> No Penalty <i>Withdrawals:</i> 90% refund of tuition; VWC retains 10%
Through second class (Sept. 25/26)	<i>Drops:</i> NO REFUND after Sept. 12 <i>Withdrawals:</i> 50% refund of tuition; VWC retains 50%
After Saturday, Sept. 26	<i>Withdrawals:</i> NO REFUND

**See Definition of Terms.*